

# Reporting Phoned-In Orders to FTD

When you receive phoned-in orders from FTD florists, you need to report the orders to FTD to receive payment. FTD reconciles order information for sending and filling florists to ensure all parties receive payment or bills for orders filled.

## To report a phoned-in order to FTD:

1. On the **FTD Mercury Main Menu** window, on the **Mercury Message** menu, click **Rec Message List (REC)**.
2. When the **REC Message List** window opens, it already contains all orders in FTD Mercury that you marked as phoned-in orders (by using the **Phoned In** check box in the **Florist** area of the **Order Entry** or **Point of Sale** window and entering information about the phoning florist).
3. Inspect the list to ensure it is accurate. Add additional orders (one per line) if necessary.
4. Click **Send**. The list is sent to FTD over the Mercury Network, where it will be reconciled with the sending florist's information.

After a phoned-in order has been sent to FTD via the REC Message List, it will no longer appear automatically when you create a subsequent REC Message List.



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REC Message List

Florist

Store Name:

Sending Florist	Delivery Date	Recipient	Occasion	Order Amount
24-5662AA	03/29/2007	Jane Smith	Birthday	\$ 120.00
12-4016AA	04/11/2007	Heather Smith	Illness	\$ 56.00
36-0792AA	04/11/2007	Heather Smith	Illness	\$ 84.99
	04/11/2007		Other	\$ 0.00

The REC Message List window contains a listing of all phoned-in orders that you have recorded in FTD Mercury. After visually inspecting the list, click Send to send it to FTD.

